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 STAFF

SECURITY OFFICE

DISCUSSION:

The functions of this staff have remained the same since its establishment. The proposed Table of Organization requests one additional clerical position for a total of two to support the three professional positions. The staff has utilized an additional clerical position in the past on a temporary loan basis from other headquarters elements. Of the factors which may be referred to as indicative of the staff workload, all are expected to either increase or remain constant within the next year. The number of formal contacts with other government agencies such as the Customs Service, Bureau of Immigration and Naturalization, and the Public Health Service is expected to increase as is the number of aliens of interest to the Agency. It is expected that with the increased clerical support rendered on a full time basis this plus the work of answering numerous inquiries can be met. The staff is considered in the nature of a support element and is shown as such in the proposed Office structure.